

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Legal Support

SALARY GROUP: B19

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bettie L. Wells DATE: 09/13/2021

POSITION #: 064162

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates clemency support programs and services; develops program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
 - B. Participates in the development of program goals and objectives; prepares and reviews reports on the effectiveness of program activities; and conducts special investigations, program analyses, and research studies and recommends improvements.
 - C. Prepares and oversees the preparation of training and operational manuals and educational materials.
 - D. Provides liaison with board members, executive staff, government officials, and the public; and confers with staff in determining and resolving program problems.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - F. Supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning technical program support, program administration, or public administration experience.
3. Experience in the supervision of employees preferred.
4. Parole administration or criminal justice administration experience preferred.
5. Computer operations experience preferred.
- * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to develop and evaluate administrative policies and procedures.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to review technical data and prepare technical reports.
10. Skill in public address.
11. Skill to supervise the work of others.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.